\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is looking to hire a new manager to improve the overall coordination of its Business’ activities and you are in charge of creating the Job Description and Requirements for the position. The objectives of the assignment are as follows.

**Tips**

**\*To help create the Job Description, use the Characteristics of a leader that we discussed in class and from your own experience.**

**\*Use Examples from Careerbuilder.com or other online job postings for managers to help guide your Job Description. DO NOT COPY or it will be a zero.**

**Guidelines for Management Assignment**

**1.)** **Create and Name** a Management Position that will coordinate one of the **Business Activities** in your Franchised Business.

**a) Explain why you chose to create a Management position for that Business Activity?**

**b) Discuss the business activity, its importance to the business, and why a manager is needed in that position.**

**2.)** Create Job Responsibilities for the position you created.

a) This should be in paragraph form (**At least 5 well written sentences**)

b) Give an overview of the position and what they will be doing in their managing role.

c) Include and identify the type of **Management Style** that you want in your manager, and explain why this is important for the position.

**3.)** Create the Job Requirements for the Management position (Use the ***4 Roles of a Manager***)

a) List **6 Job Requirements** that focus on the roles/characteristics of a manager

**b) Include any necessary Experience(s)**

**c) Include any necessary Education**

**4.)** Determine Salary and Benefits for the position. **(Make the Salary and Benefits realistic)**

a) Determine the annual Salary or create an Hourly Wage

b) Other Compensation **(Benefits)**

**5.)** As a Manager what would you do keep the employees satisfied in their positions?

- Include **at least 4 ideas**, and they must be realistic for the franchised business.

**6.)** Create **5 Interview Questions** for potential respondents to your Management position. Each question will refer to **1 of the 5 elements** of Human Relations discussed in class to demonstrate to the hiring committee the person’s ability to perform the managerial role effectively in the workplace.

**Grading Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **0** | **1** | **2** | **3** | **4** |
| Content is absent | Element is included, but insufficient content, lacking explanation, and unsuccessfully communicates the responses pertaining to the position. | Element is present, minimal explanation of the response, lacking detail, missing some of the required elements. Does not relate responses well to the roles of a manager in the hiring process. | Element is present, and covers most of required elements. Each element that is identified is easily understood and they have the proper explanation and knowledge of the roles of a manager. | Element is present and an excellent understanding of a manager and their roles in a business. All of the required content is included and their response demonstrates correct understanding concerning a manager’s roles. |